

# Waste Reduction and Recycling Awards Program 2004 Application

The City of San Diego Environmental Services Department is looking to recognize businesses and organizations located in the City of San Diego that have implemented successful waste reduction, recycling and recycled product procurement programs. If you have an exemplary, innovative recycling program, **please complete and submit this application by February 6, 2004.**



**Please mail, fax or e-mail this application to:**  
**Martha Espinola**

**Phone: (858) 573-1242**

**Fax: (858) 492-5089**

**E-mail: [MPEspinola@sandiego.gov](mailto:MPEspinola@sandiego.gov)**

**City of San Diego  
Environmental Services Department  
Attn: Martha Espinola  
9601 Ridgehaven Court, Ste. 320  
San Diego, CA 92123**

**Organization Name** (Please print or type *EXACTLY* as you would like it to appear on your award.)

<b>Mailing Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
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<b>Contact Person</b>	<b>Telephone</b>	<b>Fax</b>	<b>E-mail</b>
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<b>Number of Employees</b>	<b>Name(s) of Recycling Service Provider(s)</b>
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**Business Type** (Please indicate which type best applies to your organization.)

Apartment/Condominium	Hospital/Medical	Military	Retail Store
Construction	Hotel	Professional Office	School/College
Demolition	Manufacturing	Restaurant/Bar	Shopping Mall
Financial Institution/Banks	Other (Please Specify)		

## Application Checklist

***All application materials are due by Friday, February 6, 2004.***

Mail, fax or e-mail:

1. Waste Reduction and Recycling Awards 2004 Application  
(Previous award winners, if you are submitting a 2004 entry for a program that has already won a Waste Reduction and Recycling Award, you must attach to the 2004 application a description of how your program has improved since last receiving your award.)
2. Summary of your organization's waste reduction and recycling efforts (100 to 150 words)
3. Camera-ready logo
4. Supporting documents (i.e. photographs and brochures)

Waste Reduction and Recycling Information	
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This award is for programs implemented or expanded from January 2003 through December 2003. Please answer all questions in detail. If needed, attach additional pages, noting the corresponding question number. Applicants are encouraged to include any information about a program including brochures and photographs that will assist in judging an entry. Previous Waste Reduction and Recycling Award winners should also include in the 2004 application a description of how a winning program has improved since receiving a Waste Reduction and Recycling Award. With the Waste Reduction and Recycling Awards Program application, all applicants MUST submit a camera-ready logo, and a 100-150 word summary of the organization's waste reduction and recycling efforts.

### *Waste Reduction*

1. Describe your organization's efforts to reduce the amount of waste it generates (i.e. less packaging, double-sided copies, use of durable shipping containers, low waste landscapes, food donation, etc.)
2. Quantify any cost savings associated with your waste reduction activities (i.e. savings in the purchase of copy paper or packaging materials, etc.)

## Recycling

3. List ALL the recyclables in your program. Explain how they are collected and list quantities for each recovered material on a monthly or yearly basis. If you have realized revenue from the sale of recyclable materials, please quantify. (Attach a separate page if necessary.)

4. Has your recycling program reduced the level and cost of disposal service? If yes, please quantify on a monthly or yearly basis.

#### ***Recycled Product Procurement***

5. Please list by product type all the recycled content products your organization purchases and what percentage of your organization's purchases of that product type are recycled. For example: Copy paper - 65% of all the copy paper purchased is made from recycled paper.

#### ***Education***

6. Describe your efforts to educate employees/tenants and provide continuous updates about waste reduction and recycling. Please mention motivational tools/programs employed and include samples of the materials your organization uses.

7. Would you allow the Environmental Services Department to list your e-mail address as a resource for other companies? **Yes** **No**

Authorized Business Signature

Title

Date

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***Entry deadline is February 6, 2004. Good Luck!***

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<b>Waste Reduction and Recycling Efforts Summary</b>
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Please write a 100 to 150 word summary of your organization's waste reduction and recycling efforts.